

SECRET

30 JUL 1964

MONETARY DIVISION OPERATING PROCEDURE NUMBER 32

SUBJECT: Mail Distribution - [REDACTED]

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1. The [REDACTED] will be responsible for receiving hand-carried mail and forwarding same to the Office of Finance Registry, or a copy of form number 238. In the latter case the form number 238 will be detached from the document and filled out in such a manner that it will clearly reflect to whom the hand-carried document is being sent and which component has action responsibility.

2. Documents received by the [REDACTED] for action by the Monetary Division will be forwarded directly to the responsible Branch of the Division for action. The form #238 will reflect to whom the documents were sent. One copy of form #238 will be forwarded to Registry and one copy retained by the [REDACTED]. The following distribution stamps will be used in routing Monetary Division mail.

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3. Hand-carried documents received for the Central Travel Branch will be delivered to Central Travel and form #238 detached and forwarded to Registry with a notation of action taken.

4. The [REDACTED] will be responsible for picking up RYBAT and Security mail from rooms GB-12 and GE-73 respectively and cables from room 1A-53. This mail will be picked up each morning and forwarded to Registry by the Mobile Teller.

[REDACTED]

Chief, Monetary Division

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By:	[REDACTED]

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